



AGENDA
WATAUGA PARKS ADVISORY BOARD
REGULAR MEETING
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
WEDNESDAY, NOVEMBER 3, 2021
2:00 PM

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

PRESENTATIONS

1. Swear-in new Board members.
Terri Johnson, Interim City Secretary
Chad Stephens, Interim Parks & Community Services Director

PUBLIC COMMENT

PUBLIC TESTIMONY FOR ACTION ITEMS

REPORTS

1. Receive update on Parks, Rec and Senior Services
Chad Stephens, Interim Parks & Community Services Director

ACTION ITEMS

1. Consider action to approve the Parks Advisory Meeting Minutes for July 7, 2021 and September 1, 2021.
Terri Johnson, Interim City Secretary
Chad Stephens, Interim Parks & Community Services Director
Samantha Ortega, CSO
2. Discuss and adopt the Fall and Winter Holiday decorating contests and Yard-of-the-Month program.
Chad Stephens, Interim Parks & Community Services Director
3. Discuss and provide direction on creating a volunteer program.
Chad Stephens, Interim Parks & Community Services Director

4. Discussion on cleaning up/beautification and usage of BISD Park on Chapman, along with possibly having a park beautification/field day at other parks.

Chad Stephens, Interim Parks & Community Services Director

5. Discussion of Watauga Fest.

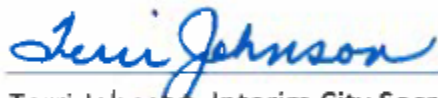
Chad Stephens, Interim Parks & Community Services Director

ADJOURNMENT

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825 OR FAX (817) 514-3625 FOR FURTHER INFORMATION.

I, Terri Johnson, Interim City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on Wednesday, October 27, 2021, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Terri Johnson, Interim City Secretary





AGENDA MEMORANDUM

DATE: October 14, 2021
TO: Honorable City Council Members
FROM: Terri Johnson, Interim City Secretary
THROUGH: Chad Stephens, Interim Parks & Community Services Director
SUBJECT: Swear-in new Board members.

BACKGROUND/INFORMATION:

Two new Board members need to be sworn-in.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

No action is necessary.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Chad Stephens, Interim Parks & Community Services
Director

Robert Parker, Interim City Manager
Terri Johnson, Interim City Secretary

Approved - 10/26/2021

Approved - 10/26/2021
Final Approval -
10/26/2021

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: October 14, 2021
TO: Honorable City Council Members
FROM: Chad Stephens, Interim Parks & Community Services Director
THROUGH:
SUBJECT: Receive update on Parks, Rec and Senior Services

BACKGROUND/INFORMATION:

Parks, Rec & Senior Report to update what's going on and what's coming up.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

No action required.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Parks Rec and Senior Services Status Report-Nov 3, 2021

REVIEWED BY:

Chad Stephens, Interim Parks & Community Services
Director

Approved - 10/26/2021

Robert Parker, Interim City Manager
Terri Johnson, Interim City Secretary

Approved - 10/26/2021
Final Approval -
10/26/2021

Approved as to form for inclusion on Agenda

Parks Rec and Senior Services Status Report

Parks Advisory Board Meeting-November 3, 2021

Park Maintenance:

1. Department staff continued with routine services for the maintenance of grounds and facilities.
2. The new grounds maintenance contract started October 1 with Brightview Inc.

Current Park Projects:

1. Capp Smith Trail lighting project has been completed.
2. Capp Smith shade structure replacement is currently in process and scheduled to be completed by November 5. The swings set replacement component of this project will take an additional 6-8 weeks before completion.
3. Capp Smith wildflower area expansion has been completed.
4. Capp Smith Weir repair project has been completed.
5. Yampa Trail Park, Whites Branch Creek trail crossing, and the Parks Maintenance pole barn/material bin replacement projects have no change in status since the last meeting.

Future Park Projects:

1. Trees have been purchased for planting at Capp Smith Park.
2. Informational sign frames have been fabricated and powder coated.

Splash Pad:

1. The splash pad has been closed and equipment winterized.

Community Center:

1. The Pickle ball started program started back up in October.
2. Watauga Flyers every Wednesday.
3. Facebook activity has increased substantially in the last month. We have become more proactive in our management and use of social media with the additional full-time staff.
4. **1,737** community center membership check-ins for the months of September and October.

Special Events:

1. October 29- Trunk or Treat
2. November 11- Veterans Day Ceremony
3. TBD- Christmas Tree Lighting Ceremony

Senior Center:

1. Weekly bingo, volleyball, flyers, bean bag baseball, quilting and table games.
2. Weekly TAFB Store Partner Food Distribution on Monday, Wednesday, and Friday.
3. Monthly Tarrant Area Food Bank Senior Share distribution.
4. Don't Forget About Me pet food distribution
5. Weekly Meals On Wheels served Monday-Thursday.
6. **749** Senior Center membership check-ins for the months of September and October.
7. **648** total senior volunteer hours for the months of September and October.



AGENDA MEMORANDUM

DATE: August 27, 2021

TO: Honorable City Council Members

FROM: Terri Johnson, Interim City Secretary

THROUGH: Chad Stephens, Interim Parks & Community Services Director
Samantha Ortega, CSO

SUBJECT: Consider action to approve the Parks Advisory Meeting Minutes for July 7, 2021 and September 1, 2021.

BACKGROUND/INFORMATION:

Minutes are attached for review and approval.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Staff respectfully recommends the Parks Advisory Board approve the July 7, 2021 meeting minutes and the September 1, 2021 meeting minutes.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 7.7.2021 Parks Advisory Board
2. 9.1.2021 Parks Advisory Board

REVIEWED BY:

Chad Stephens, Interim Parks & Community Services Director

Terri Johnson, Interim City Secretary

Approved - 10/26/2021

Final Approval -
10/26/2021

Approved as to form for inclusion on Agenda

**MINUTES
PARKS ADVISORY BOARD
REGULAR MEETING
WEDNESDAY, JULY 7, 2021
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
2:00 PM**

CALL TO ORDER

City Manager Andrea Gardner called the meeting to order at 2:08 p.m.

ROLL CALL

Place 1	Jim McDonald	
Place 2	Andra Dunn	
Place 3	Natasha Havrda	
Place 4	Tim Bobseine	
Place 5	Lindy Riggall	(Absent without notice)

PRESENTATIONS

1. Oath of Office administered to members of the Parks Advisory Board

Administered by Ms. Gardner, CS. administered the Oath of Office to the following:

- Place 1, Jim McDonald
- Place 2, Andra Dunn
- Place 3, Natasha Havrda
- Place 4, Tim Bobseine

PUBLIC COMMENT

Requests for public comment were not received.

PUBLIC TESTIMONY FOR ACTION ITEMS

Requests for public testimony were not received.

ACTION ITEMS

1. Discuss and consider action to select officers of the Parks Advisory Board

Chairperson:

Ms. Andra Dunn nominated herself. As there were no other nominations, City

Secretary Gardner called for the Board to vote by show of right hand. Nomination carried 4-0-0-1.

Ayes: McDonald, Bobseine, Dunn, Havrda
Nays: None
Abstain: None
Absent:, Riggall

Chairperson Dunn took over the meeting.

Vice Chair:

Mr. Jim McDonald nominated himself. As there were no other nominations, Chairperson Dunn called for the Board to vote by show of right hand. Nomination carried 4-0-0-1.

Ayes: McDonald, Bobseine, Dunn, Havrda
Nays: None
Abstain: None
Absent:, Riggall

Secretary

Ms. Natasha Havrda nominated herself. As there were no other nominations, Chairperson Dunn called for the Board to vote by show of right hand. Nomination carried 4-0-0-1.

Ayes: McDonald, Bobseine, Dunn, Havrda
Nays: None
Abstain: None
Absent:, Riggall

2. Discuss and consider action to review and revise Parks Advisory Board bylaws

Vice Chair, McDonald made a motion to accept the item as presented. Motion seconded by Board Member, Bobseine. As there was no further discussion, Chairperson Dunn called for a vote. Motion carried 3-0-0-2.

Ayes: McDonald, Bobseine, Dunn
Nays: None
Abstain: None
Absent: Havrda, Riggall

ADJOURNMENT

Chairperson Dunn adjourned the meeting at 2:09 p.m.

APPROVED: this _____ day of _____, 2021.

SIGNED: this _____ day of _____, 2021.

APPROVED:

Andra Dunn, Chairperson

ATTEST:

Tim Bobseine, City Secretary

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office

**MINUTES
PARKS ADVISORY BOARD
REGULAR MEETING
WEDNESDAY, SEPTEMBER 1, 2021
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
2:00 PM**

CALL TO ORDER

Chairperson Andra Dunn called the meeting to order at 2:08 p.m.

ROLL CALL

Place 1	Jim McDonald
Place 2	Andra Dunn, Chairperson
Place 3	Natasha Havrda (Absent without notice)
Place 4	Tim Bobseine
Place 5	Lindy Riggall (Absent without notice)

CITY STAFF

Chad Stephens, Interim Parks & Community Services Director
Samantha Ortega Records Clerk

COUNCIL

Arthur L. Miner, Mayor
Jan Hill, Primary Council Liaison
Mark Taylor, Alternate Council Liaison

PRESENTATIONS

3. Oath of Office administered to members of the Parks Advisory Board

Mayor Miner administered the Oath of Office to the following:

- Place 1, Jim McDonald

1. Presentation and discussion on Parks Projects Report

Chad Stephens presented the report to the board.

Board Member Bobseine inquired about tree planting along the areas with benches to provide shade. Mr. Stephens addressed the reason for the lack of trees and informed the board that irrigation would need to be piped to the trees in order to give the trees the necessary water. The current trees do have that water supplied. Moving forward if advised by the board to plant

trees by the benches the parks would also need to supply piped water to the newly planted trees. Mr. Bobseine asked about the failed irrigation for the trees. Mr. Stephens addressed his question.

Board Member Bobseine inquired about the wildflower project and Mr. Stephens gave clarification to his questions. Mr. Bobseine stated that he liked the flowers and thanked Mr. Stephens for the clarification on the project.

Chairperson Dunn thanked Mr. Stephens on his work on the lighting project.

Board Member McDonald inquired about a canopy being used to cover the benches. Mr. Stephens addressed his question. Mr. McDonald inquired about the color change in the water at Capp Smith Park. Mr. Stephens addressed this question as well.

Board Member Bobseine further inquired about using wildflowers to spell out Watauga. Mr. Stephens address this question. Mr. Bobseine commented on the snowstorm effecting the grass. Mr. Stephens addresses these comments.

Chairperson Dunn inquired about pole barn project. Mr. Stephens clarified the plans for this project. Board Member Bobseine also inquired further on this project and Mr. Stephens addressed these questions.

With no further discussion, the board moved to the next presentation.

2. Presentation and discussion on the FY2021-22 Parks Budget

Chad Stephens presented this item to the board.

Chairperson Dunn inquired about the fish restocking and Mr. Stephens address her questions.

PUBLIC COMMENT

Requests for public comment were not received.

PUBLIC TESTIMONY FOR ACTION ITEMS

Requests for public testimony were not received.

ACTION ITEMS

- 1. Discuss and provide direction on the Annual Holiday Outdoor Decoration Contest and the Yard of the Month for the City of Watauga Parks and Community Services Department**

Board Member Bobseine made a motion to accept taking on the Annual Holiday Outdoor Decoration Contest and the Yard of the Month for the City of Watauga Parks and Community Services Department. Motion seconded by Board Member McDonald. As there was no further discussion, Chairperson Dunn called for a vote. Motion carried 3-0-0-2.

Ayes: McDonald, Bobseine, Dunn
Nays: None
Abstain: None
Absent: Havrda, Riggall

2. Discuss and consider action to select officers of the Parks Advisory Board

Secretary

Chairperson Dunn nominated Tim Bobseine. Board Member McDonald seconded the nomination. As there were no other nominations, Chairperson Dunn called for the Board to vote by show of right hand. Nomination carried 3-0-0-2.

Ayes: McDonald, Bobseine, Dunn
Nays: None
Abstain: None
Absent: Havrda, Riggall

Chairperson:

Secretary Bobseine nominated Andra Dunn. Board Member McDonald seconded the nomination. As there were no other nominations, Chairperson Dunn called for the Board to vote by show of right hand. Nomination carried 3-0-0-2.

Ayes: McDonald, Bobseine, Dunn
Nays: None
Abstain: None
Absent: Havrda, Riggall

Vice-Chairperson:

President Dunn nominated Jim McDonald. Secretary Bobseine seconded the nomination. As there were no other nominations, Chairperson Dunn called for the Board to vote by show of right hand. Nomination carried 3-0-0-2.

Ayes: McDonald, Bobseine, Dunn
Nays: None
Abstain: None
Absent: Havrda, Riggall

ADJOURNMENT

Chairperson Andra Dunn adjourned the meeting at 2:44 p.m.

APPROVED: this _____ day of _____, 2021.

SIGNED: this _____ day of _____, 2021.

APPROVED:

Andra Dunn, Chairperson

ATTEST:

Tim Bobseine, Secretary

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office



AGENDA MEMORANDUM

DATE: October 14, 2021

TO: Honorable City Council Members

FROM: Chad Stephens, Interim Parks & Community Services Director

THROUGH:

SUBJECT: Discuss and adopt the Fall and Winter Holiday decorating contests and Yard-of-the-Month program.

BACKGROUND/INFORMATION:

Each year, the Watauga Parks and Community Services Department conducts a holiday decoration contest for outdoor decorations only during the month of December and during the months of May, June and July for the "Yard of the Month" contest. The practice has been for staff to complete the judging for both programs. During the September 1, 2021 Parks Advisory Board meeting, a discussion to provide direction on the Annual Holiday Outdoor Decoration Contest and Yard-of-the-Month was conducted. A motion was made and carried 3-0-0-2 to accept taking on the Annual Holiday Outdoor Decoration Contest and Yard-of-the-Month by the Parks Advisory Board members for the City of Watauga Parks and Community Services Department.

FINANCIAL IMPLICATIONS:

Funding is available for awards.

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Parks Advisory Board take over responsibility for judging the Fall and Winter Holiday decorating contests and the Yard-of-the-Month program.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Chad Stephens, Interim Parks & Community Services Director

Approved - 10/26/2021

Robert Parker, Interim City Manager

Approved - 10/26/2021

Terri Johnson, Interim City Secretary

Final Approval -
10/26/2021

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: October 14, 2021
TO: Honorable City Council Members
FROM: Chad Stephens, Interim Parks & Community Services Director
THROUGH:
SUBJECT: Discuss and provide direction on creating a volunteer program.

BACKGROUND/INFORMATION:

A Board member reached out and asked that this be a point of discussion. Discuss and provide direction to city staff regarding the creation of a volunteer program.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Parks Advisory Board discuss and provide direction to staff on the creation of a volunteer program.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Chad Stephens, Interim Parks & Community Services Director

Approved - 10/26/2021

Robert Parker, Interim City Manager

Approved - 10/26/2021

Terri Johnson, Interim City Secretary

Final Approval -
10/26/2021

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AGENDA MEMORANDUM

DATE: October 14, 2021

TO: Honorable City Council Members

FROM: Chad Stephens, Interim Parks & Community Services Director

THROUGH:

SUBJECT: Discussion on cleaning up/beautification and usage of BISD Park on Chapman, along with possibly having a park beautification/field day at other parks.

BACKGROUND/INFORMATION:

A Board member reached out and asked that this be a point of discussion.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Parks Advisory Board discuss and provide recommendations to staff on the cleanup/beautification and usage of BISD park along with direction on the possibility of having a park beatification/field day at other parks.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Chad Stephens, Interim Parks & Community Services
Director

Robert Parker, Interim City Manager
Terri Johnson, Interim City Secretary

Approved - 10/26/2021

Approved - 10/26/2021
Final Approval -
10/26/2021

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: October 14, 2021
TO: Honorable City Council Members
FROM: Chad Stephens, Interim Parks & Community Services Director
THROUGH:
SUBJECT: Discussion of Watauga Fest.

BACKGROUND/INFORMATION:

A Board member reached out and asked that this be a point of discussion.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Parks Advisory Board discuss and provide recommendations to staff for the annual Watauga Fest event.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Chad Stephens, Interim Parks & Community Services
Director
Robert Parker, Interim City Manager
Terri Johnson, Interim City Secretary

Approved - 10/26/2021

Approved - 10/26/2021
Final Approval -
10/26/2021

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